



ROANOKE CITY  
PUBLIC SCHOOLS

[info@rcps.info](mailto:info@rcps.info) • [www.rcps.info](http://www.rcps.info) • (540) 853.2502

SECURITY  
CONCERNS  
(540) 853-6230

BULLYING  
HOTLINE  
(540) 853-1700

WE ARE ONE. #RCPSPROUD



ROANOKE CITY  
PUBLIC SCHOOLS

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## Welcome to the 2022-2023 School Year

Dear Parents/Guardians:



Welcome back to school! We have much to celebrate as we begin the 2022-2023 School Year, and I know we will continue to celebrate throughout the school year as our students set and achieve their goals.

Our students are engaged in high-quality instruction, with an emphasis on literacy. We also know that school is more than school, and our schools are creating safe and welcoming environments to

support learning and provide other needed resources to ensure our students have what they need to succeed.

Last year, we formed a steering committee that worked in tandem with our RCPS stakeholders, including students, teachers, administrators, parents, higher education and business partners, and community members to develop our new strategic plan. The committee's job was to ensure that the plan would allow all our students to thrive, both now and in the future. The 2022-2028 Strategic Plan: The Roadmap to Student Success, will guide our path forward to student success, and I encourage you to read more by visiting [bit.ly/RCPSStrategicPlan](https://bit.ly/RCPSStrategicPlan).

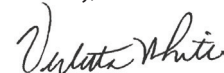
I believe we must help our students connect the dots between their educational success and the life they envision for themselves. We want our students to graduate with a diploma *and* a resume of rich skills and experiences that will benefit them on their college and career paths. This type of robust head-start benefits our community, as a new generation will be ready, willing, and more than capable of entering tomorrow's workforce.

We encourage you to become involved with your school's PTA and engaged with your student's education. We also encourage you to let your school know if your contact information changes or if you move so you don't miss any important messages from your school or the division.

Throughout this school year, I hope you will join me in celebrating the students, staff, and community members who exemplify the "We Are One" rallying call. I have launched the Superintendent's Challenge Coin as a special way to honor those in our RCPS community who are going above and beyond, and I invite you to nominate those who you feel are deserving of this honor. We have many heroes in Roanoke City Public Schools, and we need to give credit where credit is due. Visit [bit.ly/RCPSChallengeCoin](https://bit.ly/RCPSChallengeCoin) to learn more about this recognition and to nominate someone.

Together, we can ensure our students remain safe, healthy, and feel encouraged and supported. I believe it is going to be a great school year, and I thank you for your continued support of Roanoke City Public Schools. We Are One!

Sincerely,



Mrs. Verletta White, Superintendent





## SCHOOL AND PRINCIPAL CONTACT INFORMATION 2022-2023

Crystal Spring Elementary	Jason Rooney, <i>Principal</i>	(540) 853.2976
Fairview Elementary	Kurrai Thompson, <i>Acting Principal</i>	(540) 853.2978
Fallon Park Elementary	John Otey, <i>Principal</i>	(540) 853.2535
Fishburn Park Elementary	Jason Wimbush, <i>Principal</i>	(540) 853.2931
Garden City Elementary	Caroline Williams, <i>Principal</i>	(540) 853.2971
Grandin Court Elementary	Will Krause, <i>Principal</i>	(540) 853.2867
Highland Park Elementary	Kelly Rooney, <i>Principal</i>	(540) 853.2963
Hurt Park Elementary	Danielle Allen, <i>Principal</i>	(540) 853.2986
Lincoln Terrace Elementary	Kirsten Mills, <i>Principal</i>	(540) 853.2994
Monterey Elementary	Morgan Strother, <i>Principal</i>	(540) 853.2933
Morningside Elementary	Megan Arthur, <i>Principal</i>	(540) 853.2991
Preston Park Elementary	Eric Fisher, <i>Principal</i>	(540) 853.2996
Roanoke Academy	Toni Belton, <i>Principal</i>	(540) 853.2751
Round Hill Elementary	Brenda Russ, <i>Principal</i>	(540) 853.2756
Virginia Heights Elementary	Theresa Schmitt, <i>Principal</i>	(540) 853.2937
Wasena Elementary	Marina Seal, <i>Principal</i>	(540) 853.2914
Westside Elementary	Kristen English, <i>Principal</i>	(540) 853.2967
Lucy Addison Middle	Jonathan Rosser, <i>Principal</i>	(540) 853.2681
James Breckinridge Middle	Joshua Dowdy, <i>Principal</i>	(540) 853.2251
John P. Fishwick Middle	Ryan Loose, <i>Principal</i>	(540) 853.6040
James Madison Middle	Katherine Duncan, <i>Principal</i>	(540) 853.2351
Woodrow Wilson Middle	Bradley Jenkins, <i>Principal</i>	(540) 853.2358
Patrick Henry High	Karen Leslie, <i>Principal</i>	(540) 853.2255
William Fleming High	Tracey Anderson, <i>Principal</i>	(540) 853.2781
Governor's School	Mark Levy, <i>Director</i>	(540) 853.2116
Forest Park Academy/iAccelerate	Patricia Maxey, <i>Director</i>	(540) 853.2923
Noel C. Taylor Academy at Oakland	David Baylor, <i>Director</i>	(540) 853.1461
ROTEC	Kathleen Duncan, <i>Director</i>	(540) 853.2803
RVJDC-Coyner Springs	Mason King, <i>Director</i>	(540) 561.3856

## DIVISION CONTACT INFORMATION

Information pertaining to individual schools is often best addressed first with that school's administration. For general information or departments not listed, please call the Central Administration receptionist at (540) 853.2502. **All numbers have a prefix of 853 unless noted.**

<b>Superintendent</b> — Verletta White	2381
<b>Executive Assistant</b> — Dawn Winter-Ware	2381
<b>School Board Clerk</b> — Rita Huffman	1655
<b>Chief Academic Officer</b> — Archie Freeman, III	6113
<b>Chief Financial Officer</b> — Kathleen Jackson	1347
<b>Chief Human Resources Officer</b> — Dominick McKee	2502
<b>Chief Operations Officer</b> — Chris Perkins	2382
<b>Chief Communications &amp; Community Engagement Officer</b> — Kelly Sandridge	2816

Academics	6113	Gifted Education	1089
Elementary Education	2300	Government Relations	2007
Secondary Education	2876	Health Services	
Accounting	2551	Employee	1436
Adult and Continuing Education (GED)	2151	Student	1430
Alternative Programs	6113	Health/PE Director	6075
Athletic Services	6075	Hiring Practices/Human Resources	2502
Attendance Services	1393	Home Schooling	2090
Attendance Zones	2816	Homeless Student Program	400-9787
Benefit Services	2502	Instructional Programs	2300
Board Agenda	2381	Reading Coordinator	1747
Building Rental	6302	Mathematics	6052
Career & Technical Education	2803	Science	6050
Certification/Licensure	1551	Social Studies	2878
Communications & Marketing	2816	Writing/Language Arts	1648
Computers	2312	Library/Media Services	1603
Constituent Services	2007	Maintenance	2851
Curriculum Development	2300	Parent Resource Center	1179
Data and Analysis	2101	Payroll	2370
Data Processing	2312	Policy/Procedure	2381
Driver Education	6113	Preschool	2300
Education Partnerships	2816	Printing	1413
English Language Learners and		Psychological Services	2468
World Languages	1394	Purchasing	2551
Employee Assistance	2502	REACH/Child Find	2300
Equity and Organizational Diversity	2502	Ruffner Operational Center	2851
Family Life Education	6113	School Counseling Programs	2090
Fine Arts	1797	School Plants	2851
Fiscal Services	1347	Security	2557
Food and Nutrition Services	2863	Special Education	2468

## CONTACT INFORMATION CONTINUED

All numbers have a prefix of 853 unless noted.

Student Services	1393	Transfers, Student	2090
Student Transcripts/Student Records	1464	Transportation	2807
Summer School	2300	Durham School Services	970-3000
Technology	6071	Volunteers	2816, or call school
Administrative Technology		Work Permits (ISSUED AT HIGH SCHOOLS/PROGRAMS)	
Coordinators	1641	Patrick Henry	2600
Title I	2957	William Fleming	2781



Need help resolving an issue that impacts student learning, the school-work environment, or understanding how RCPS works and where to go for assistance?

**The RCPS Constituent Services Office May Be Able to Help!**

Contact Alan Seibert to learn more.  
[aseibert@rcps.info](mailto:aseibert@rcps.info) | (540) 853.2007  
[rcps.info/departments/constituentservices](https://rcps.info/departments/constituentservices)

# WE ARE ONE

## #RCPS Proud



## Follow Roanoke City Public Schools



Roanoke City Public Schools



@RoanokeSchools

## Thank you for your support!



ROANOKE CITY  
PUBLIC SCHOOLS



# HELPFUL APPS



## HELPFUL APPS



**Nutrislice App by Southwest Foodservice Excellence (SFE)** – For menus, nutritional information and allergens, check out Nutrislice by SFE.



**Durham Bus Tracker** – This app will securely allow parents/guardians to view the location of their student's bus in relation to their assigned bus stop. It also provides information about their routes, in near real-time, including the scheduled arrival time of each stop.

17

ELEMENTARY SCHOOLS

5

MIDDLE SCHOOLS

2

HIGH SCHOOLS

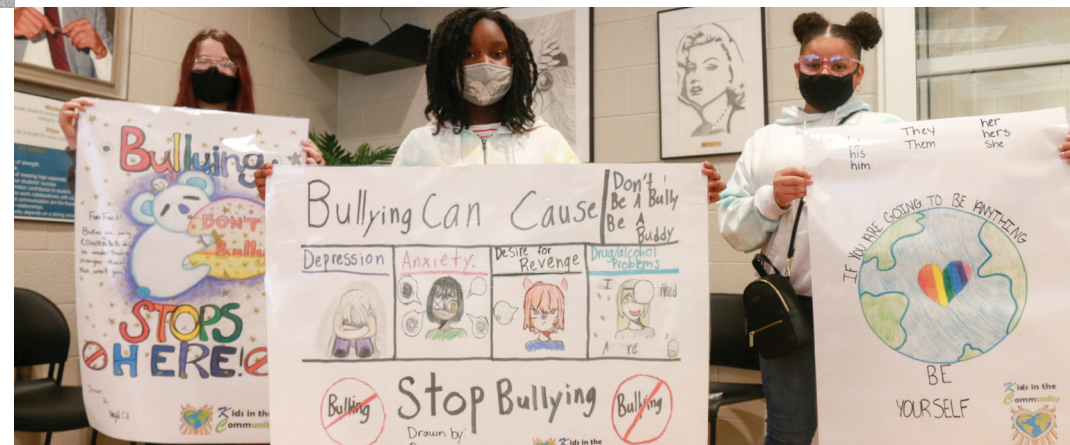
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PROGRAMS

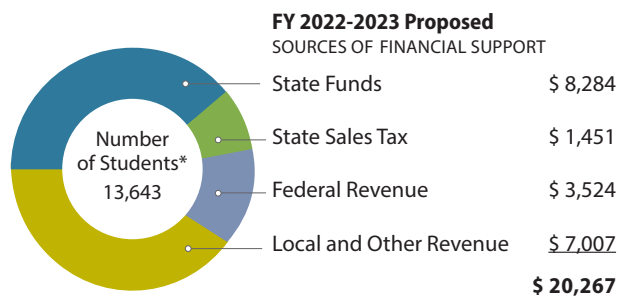
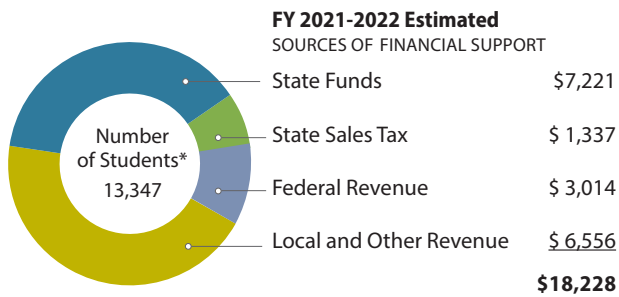
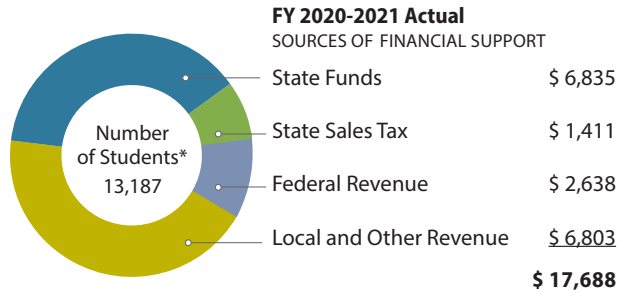
## FAST FACTS ABOUT OUR SCHOOLS & PROGRAMS

For 2021–2022 School Year

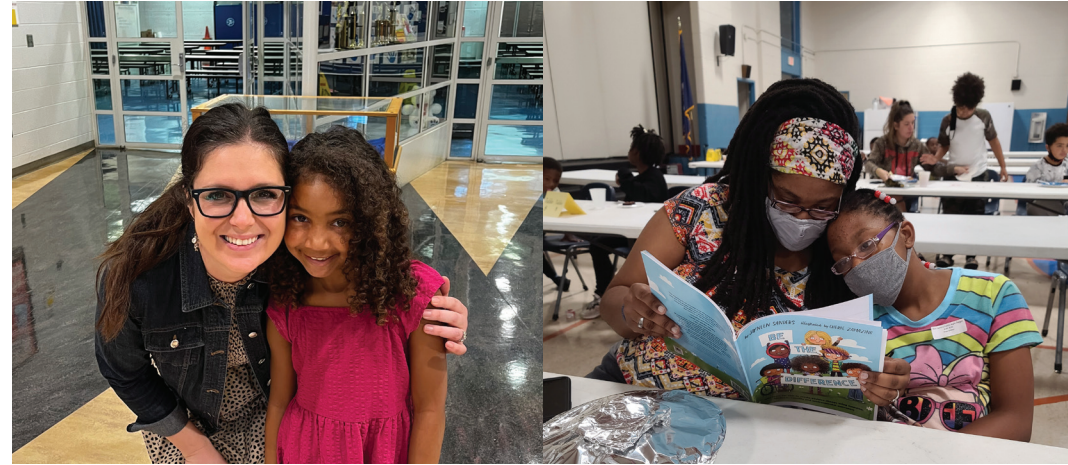
Number of Students (Preschool – Grade 12)	13,722
Total Staff	2,415
Students Receiving Free or Reduced Lunches	8,346
Number of Homeless Students	590
Number of Shelters	4
Special Education Students	2,105
English Language Learners	1,906
Gifted Students	851



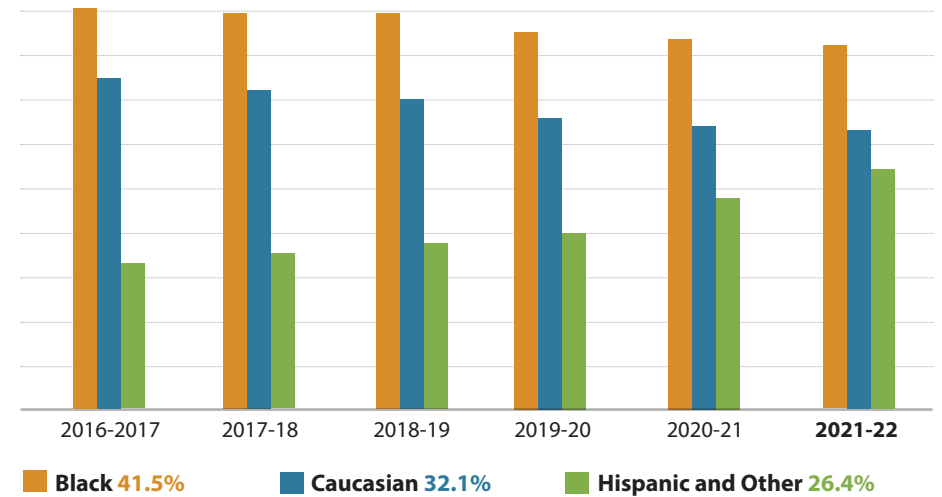
## AVERAGE PER-PUPIL EXPENDITURES



\* Number of Students is the actual or projected end-of-year Average Daily Membership (ADM) for grades pre-kindergarten through twelve.



## STUDENT ETHNIC DISTRIBUTION





## COMPLAINT PROCEDURE HARASSMENT/DISCRIMINATION

In accordance with law, the School Board prohibits harassment/discrimination against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, military status, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, genetic information or any characteristic protected by law or based on a belief that such characteristic exists at school or any school-sponsored activity; equal access is provided to the Boy Scouts and other designated youth groups. The Complaint Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination/harassment in the provision of services, activities, programs, or benefits by the School Board of the City of Roanoke (also referred to in this grievance procedure as the "School Board" or "Roanoke City Public Schools.") School Board's Policy GBA governs employment-related complaints of discrimination/harassment.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or their designee as soon as possible and should be made within fifteen (15) days of the alleged violation.

Questions or concerns regarding compliance with the School Division's nondiscrimination policy JB (including protection under IDEA, ADA, Section 504 and Title IX) should be directed to:



### **Hayley Poland, Compliance Officer**

*Assistant Superintendent of Student Services*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.1306

#### ALTERNATE COMPLIANCE OFFICER

### **Dr. Ben Lewis**

*Executive Director of Special Education*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.2468

Within 15 calendar days after receipt of the complaint, the Compliance Officer or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Compliance Officer or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Roanoke City Public Schools and offer options for substantive resolution of the complaint.

If the response by the Compliance Officer or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within five (5) school days after receipt of the response to the School Board. Notice of the appeal must be filed with the Superintendent, who shall forward the record to the School Board.

Within thirty (30) calendar days after receipt of the record, the School Board shall make a decision, and written notice of the School Board's decision will be given to the complainant and alleged violator.



All written complaints received by the Compliance Officer or their designee, appeals to the Superintendent, and responses from these two offices will be retained by Roanoke City Public Schools for at least three years.

The full version of policies for harassment/discrimination can be found in the following documents, available on the Roanoke City Public Schools' website at [www.rcps.info](http://www.rcps.info):

- School Board Policy GBA/JFHA Student Code of Conduct, Reporting Harassment Procedures
- RCPS Employee Handbook Complaint Forms can be found in the School Board Policy Manual:
  - School Board Policy JFHA-F (for students)
  - School Board Policy GBA-F (for employees)

## ROANOKE CITY PUBLIC SCHOOLS ANNUAL PUBLIC NOTICE CAREER AND TECHNICAL EDUCATION

The Roanoke City School Division's Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

- Agriculture Education
- Business and Information Technology
- Career Connections
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade and Industrial Education

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Virginia Western Community College. For more information about Career and Technical Education, call **(540) 853.2803**.

Roanoke City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies. Students (including protection under IDEA, ADA, Section 504 and Title IX) should contact:

### **Hayley Poland, Compliance Officer**

*Assistant Superintendent of Student Services*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.1306

#### ALTERNATE COMPLIANCE OFFICER

### **Dr. Benjamin Lewis**

*Executive Director of Special Education*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.2468

## BULLYING HOTLINE

Roanoke City Public Schools takes bullying seriously, and we want to make sure every child feels safe at school. For that reason, we have a Bullying Hotline. The Hotline is open to anyone who experiences or observes bullying that is school related. Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.

**Call (540) 853.1700** to report bullying. You can remain anonymous.

**BULLYING  
HOTLINE**  
**(540) 853.1700**

## SCHOOL SECURITY

Roanoke City Public Schools takes the safety of students and staff seriously. There is no one thing that can be done to create a safe learning and working environment; school safety is made up of many layers and is a never-ending process. The division has engaged in active awareness and partnered with public safety experts to determine the possible hazards facing our schools. Based on this hazard analysis, we have implemented layers for prevention, preparedness, response, and recovery through emergency

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CONCERNS**  
**(540) 853.6230**



management plans, training, exercises, hardware and software improvements, and a positive school culture. The most important layer is a positive school culture, which is set by the administration and promoted by all employees of Roanoke City Public Schools, along with our students, parents, and guardians. This involves high structure and high support mechanisms designed for students to thrive by knowing there are caring adults. Parents and guardians can promote safe and secure schools through a positive school culture by encouraging students to report things that make them feel uncomfortable or concerned to an adult immediately. For more information, please contact your Principal, the Chief Operations Officer at **(540) 853.6230**, or the Superintendent.

## GENERAL SCHOOL INFORMATION

### AGE/ENTRANCE REQUIREMENTS

All children who will be five years old on or before September 30 are eligible for kindergarten. Children who are six years old by September 30 must be enrolled in school. Students who will enter kindergarten and children attending Roanoke City Public Schools for the first time must register.

There are four documents that must be presented to school officials when registering a student: an original certificate of birth, a report of physical examination and immunizations that took place within 12 months of the date of entry, and proof of residency.

Questions should be directed to: Office of Academics, **(540) 853.2300**.

### GRADUATION REQUIREMENTS

Roanoke City Public Schools awards graduation diplomas and certificates of program completion, which meet the regulations of the Virginia Department of Education and comply with Virginia's Standards of Accreditation.

Detailed information regarding diploma types, graduation requirements, and program completion requirements may be found in the high schools' Programs of Studies. These documents are available at high school counseling offices and on the division's website ([www.rcps.info](http://www.rcps.info)) in the PARENTS section on the Annual Required Notices page. Graduation information may be found on the Virginia Department of Education's website, [www.doe.virginia.gov](http://www.doe.virginia.gov), under Graduation Requirements.

The most commonly awarded diplomas are the Standard and Advanced Studies Diplomas.

#### *Standard Diploma Requirements:*

Students entering the 9th grade must earn 22 credits in the required courses and must pass five SOL assessments: two End-of-Course English Tests (Reading and Writing),

one test in mathematics, one in history/social science, and one in science. One of the 22 credits must be Economics and Personal Finance. Students seeking the Standard Diploma must also earn elective credits in at least two sequential elective courses. All students seeking the standard diploma must earn a board-approved career and technical education credential and successfully complete one virtual course, which may be non-credit bearing.

#### *Advanced Studies Diploma Requirements:*

Students entering the 9th grade who are seeking the Advanced Studies Diploma must successfully complete one virtual course (which may be non-credit bearing); at least 26 credits, one of which must be Economics or Personal Finance; and five verified credits from SOL testing: two English (Reading and Writing); one in mathematics; one in science; and one in history and social science. Verified credits are awarded when the student passes a course to earn a standard unit of credit and achieves a passing score on the related End-of-Course SOL test. Students who have an A or B grade average are strongly encouraged to enroll in advanced courses. The student must also either take three years of one foreign language or two years of two languages.

For any high school credit-bearing course taken in middle school, parents may request that the grades be omitted from the student's transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. Notice of this provision must be provided to the parents with a deadline and format for making such a request. The student may be required to retake the course in the future.



### THE RCPS GRADING SCALE

100	–	90	=	A
89	–	80	=	B
79	–	70	=	C
69	–	60	=	D
59	–	0	=	F

### STUDENT TRANSFERS

Students shall attend the school in the zone where they legally reside. A transfer may be approved for a student if the reason for the request meets one of the criteria established by the school board for a transfer. Requests for transfers will be accepted only from March 15, 2023 through April 15, 2023.

Every effort will be made to notify parents and guardians no later than June 15, 2023. After March 1, 2023, transfer request forms will be posted at [www.rcps.info](http://www.rcps.info) or can be obtained from any school office. For additional information, call **(540) 853.2090**.

Students residing in other school divisions may apply to attend school in Roanoke City. These students will be admitted on a space-available basis and must meet academic, attendance, and behavioral conduct criteria.

### DISTRICT REPORT CARDS

The Every Student Succeeds Act (ESSA) requires divisions that receive Title I funds to make an annual district report card showing specified information available to parents. The Virginia Department of Education posts the information required by ESSA on its website and has stated this posting satisfies the requirements of ESSA. This information may be found at [www.doe.virginia.gov](http://www.doe.virginia.gov).

### DIVISION-WIDE COMMUNITY ELIGIBILITY PROGRAM:

All schools in the division will be participating in the Community Eligibility Provision (CEP) as implemented under the Healthy, Hunger-Free Kids Act of 2010. Enrolled students will be provided a nutritious meal for breakfast and lunch each day at no charge to the household. Households will not be required to submit a meal application form to receive meals at no charge. Any questions can be directed to:

### Ellen Craddock

Director of Food and Nutrition  
P.O. Box 13145, NW · Roanoke, VA 24012  
(540) 853.2863 · [ecraddock@rcps.info](mailto:ecraddock@rcps.info)

All meals served must meet standards established by the US Department of Agriculture (USDA). However, if a student has been determined by a doctor to have a disability that prevents the student from eating the regular school meal, the school will make reasonable substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please call **(540) 853.2863**.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

### FEES AND FORMS

Visit us at [www.rcps.info](http://www.rcps.info) for important medical forms, transfer forms, student privacy forms, etc. Forms are also available at the main office of your child's school.

### TEXTBOOK FEES

Textbooks will be provided at no charge. At the end of the school year, a fee will be charged for any damaged or lost textbooks.

### SCHOOL FEES

Additional fees may apply depending on the grade level and course requirements. A list of fees for physical education, lockers, and any other necessary school activities will be provided for parents/guardians at the beginning of the school year by the individual school.



## POLICIES AND PROCEDURES AT RCPS

### POLICIES

Policies are general statements of intent adopted by the School Board to guide the operation of the schools. Policies are reviewed by the School Board Attorney to ensure appropriate legal consideration. School Board Policies are available online at [www.rcps.info](http://www.rcps.info). Copies are available to citizens who don't have online access by calling **(540) 853.2381**. Employees, school patrons, and the general public may review the policies at any time.

### ATTENDANCE

Student attendance on a regular and punctual basis is a must for a student's academic success. Parents and guardians are encouraged to notify the school when their child will be absent. Attendance regulations are described in the Student Code of Conduct Handbook.

### COMPULSORY ATTENDANCE

Regular school attendance is a vital part of your child's success in school. If your child maintains good attendance, please encourage him or her to continue. Parents are expected to cooperate with school officials to remedy a student's attendance problem. Unexcused absences are a violation

of the Code of Virginia, Sections 22.1-78, 22.1-254 through 22.1-269 and can have serious sanctions ordered by the Juvenile and Domestic Relations District Court.

School officials monitor student attendance to facilitate interventions for students who demonstrate difficulty maintaining regular and punctual school attendance. Please contact the student support specialist at your child's school for additional information regarding attendance questions and concerns.

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in section 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or a private, denominational, or parochial educational pre-kindergarten program.

In-home instruction of a child or children, by the parent, guardian, or other person having control or charge of such child or children, shall not be classified or defined as a private, denominational, or parochial school.

Each parent must sign and return to the student's school a statement acknowledging the receipt of the compulsory attendance law and the enforcement procedures and policies adopted by the School Board. This statement of acknowledgment is located in the Student Code of Conduct Handbook. Each school must maintain records of such signed statements. For additional information, refer to School Board policies JEA and JED.

#### **INDUCING CHILDREN TO ABSENT THEMSELVES**

Any person who induces or attempts to induce any child to be absent unlawfully from school or who knowingly employs or harbors, while a school is in session, any child absent unlawfully shall be guilty of a Class 3 misdemeanor and may be subject to penalties. Upon a finding that a person knowingly and willfully violated the provisions of this section and that such person has been convicted previously of a violation of this section, such person shall be guilty of a Class 2 misdemeanor. 22.1-265 of the Code of Virginia.

#### **CODE OF CONDUCT K – 12**

Parents and students have the right to expect a quality education, a safe environment for students and their teachers, and protection of their investment in school property. In a partnership with parents, teachers, students, and other members of the community, we have developed the Code of Conduct K-12. To help keep our schools safe, students are strongly encouraged to report instances of bullying, threats, and other conduct infractions to an adult at school. It is important to remember, it is about reporting and telling, not snitching or tattling.

We believe schools are for the benefit of all people. This document defines the standards and expectations for student behavior and provides school administrators with ideas for administering consequences for infractions. The document is also intended to be a guide for parents and students.

In Roanoke City Public Schools, we are committed to fostering a safe, nurturing, and healthy environment where each child will be challenged academically and will learn and grow.

It should be understood that students do not divest themselves of their constitutional rights upon entering school. As long as they do not disrupt the educational process by imposing upon, endangering, or depriving others of their rights; students will enjoy their freedoms of expression, orderly assembly, privacy of person, and freedom from discrimination. There are certain offenses that will not be tolerated and will carry a mandatory recommendation for expulsion. They include violations related to illegal substances, possession of a gun, assault and battery on a teacher or other school employee or person acting on behalf of the school system, assault and battery cases on students, acts of terrorism, and threats of a serious nature. Fair and reasonable procedures will be followed to assure students of their rights. Students must recognize that to maintain an educational environment in which they can strive to

achieve their intellectual potential, the reasonable exercise of authority by school officials is necessary. Parents are required by law to assist their child's school in disciplinary matters necessary to maintain order. School personnel, along with parental and community support, are obligated to maintain an environment that is favorable to the learning process and free from disruptions. Teachers have the right to instruct free from verbal intimidation, physical abuse, or outside interference.

It is the intent of the School Board and administration that all persons connected with our schools demonstrate respect for the rights of students and that our schools require students to accept their responsibilities toward others and the school system.

Each parent must sign and return to the student's school a statement acknowledging the receipt of the Standards and Expectations for Student Behavior Code of Conduct K-12 handbook, as each school must maintain records of such signed statement (VA Code 22.1-279.3.C). For additional information, refer to School Board policy JFC.

#### **REMOVAL OF STUDENTS**

Roanoke City Public Schools believes schools are for the benefit of all people. Parents or legal guardians of any student who poses a threat to the health and safety of the school community will be notified of the student's violation. Teachers shall have the initial authority to remove students from the class for disruptive behavior as defined by the Student Code of Conduct. The administrator/principal shall ensure students removed from class receive an education in accordance with School Board policies and administrative procedures.

#### **STUDENT WELLNESS POLICY**

Access to the Student Wellness Policy JHCF is available through BoardDocs, located at [www.rcps.info/Departments/SchoolBoard/SchoolBoardPolicies](http://www.rcps.info/Departments/SchoolBoard/SchoolBoardPolicies). The public is encouraged to participate in the development, implementation, review, and updates of this policy by attending School Health Advisory Board committee meetings. Committee Meeting Schedules are also posted under BoardDocs.





# ROANOKE CITY PUBLIC SCHOOLS 2022-2023 CALENDAR

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Holiday

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11, 12 New Teachers Only 15, 18, 19, 22 Teacher Service Days  
16, 17 Professional Development Days 23 First Student Day

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Non-Student/Non-Teacher Day  
5 Holiday

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Early Dismissal - 2 hours early (Students only)  
27 Parent/Teacher Conference Day (No students) 12-6PM  
28 Professional Development Day

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8 Holiday 23 Non-Student/ Non-Teacher Day  
24-25 Holiday

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 Early Dismissal - 2 hours (Students only)  
22-30 Winter Break 26 Holiday

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Holiday 3 Winter Break  
13 Early Dismissal - 2 hours (Students only)  
16 Holiday

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 Parent/Teacher Conference Day (No students) 12-6pm

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Professional Development Day

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break  
10 Holiday


MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 Holiday

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Early Dismissal - 2 hours (Students only), Last Student Day  
8 Teacher Service Day - Graduation  
19 Holiday

Length of Grading Periods: 1st 42 (Oct. 21) 2nd 45 (Jan. 13) 3rd 47 (March 23) 4th 46 (June 7)  
Interim Dates: September 23, December 2, February 17, May 5  
Report Card Dates: October 26, January 20, March 31, June 7

-  Holiday
-  Professional Development (No students)
-  Non-Student/Non-Teacher Day
-  Early Dismissal (2 hours - students only)
-  Parent Teacher Conference Day (No students)
-  Teacher Service Day (No students)



DURHAM SCHOOL SERVICES (540) 970.3000

1. The driver and bus assistant are in charge of the bus and all pupils aboard. Obey the driver and bus assistant promptly and cheerfully.
2. Obey and respect the directions of authorized school officials.
3. Be on time. The driver cannot wait beyond their regular schedule for those who are tardy. Be at your stop five minutes before the bus stop time.
4. Wait in an orderly line off the street or road.
5. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver (minimum 10 feet). Wait for driver to signal you across.
6. Do not run toward a school bus while it is in motion.
7. Ride only the bus assigned by school officials.
8. Occupy the seat assigned by the bus driver or school officials and remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver.
9. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
10. Do not engage in any activity which might divert the driver's attention and cause an accident, such as:
  - a. Loud talking, laughing, or unnecessary confusion.
  - b. Unnecessary conversation with the driver.
  - c. Extending any part of the body out of the bus windows or doors or riding outside the bus.
11. Do not open or close bus windows without permission of the driver or regulate or operate any part of the bus.
12. Do not engage in any activity which may litter, damage, or cause excessive wear to the bus or other property. The following activities are prohibited at all times:
  - a. Smoking/vaping or eating on the bus.
  - b. Spitting or throwing anything in or from the bus.
  - c. Possessing knives or sharp objects on the bus.
  - d. Bringing animals on the bus.
  - e. Tampering with mechanical equipment, accessories, or controls on the bus.

13. Do not leave the bus on the way to school or home without permission of the driver. The driver will not give permission except in case of personal emergency or upon request of the principal or pupil's parents.
14. Be courteous to the driver, to fellow students, and to passers-by at all times.
15. Report any damage done to the bus promptly to the driver. Persons causing damage shall be expected to defray the full cost of the damages. (For example: cutting and vandalizing seats, etc.)
16. Do not bully or harass other students.
17. Do not touch the handle on the emergency door unless instructed to do so by an adult.
18. No skateboards, balls, or other athletic equipment will be allowed on a school bus unless enclosed in a sports bag.
19. All kindergarten/preschool students are to be accompanied by a parent or guardian (on the emergency contact card) at the bus stop. Parent or guardian must have photo ID available. If a parent or guardian is not at the bus stop to meet a kindergarten/preschool student, the student will be returned to school. Anyone other than a parent or guardian who meets the bus must be on the home school emergency contact card and be at least 18 years old or older and present a photo ID.
20. The Code of Virginia, Section 22.1 – 176, permits school boards to provide transportation to pupils, but does not require them to do so. Students eligible for transportation may be required to walk up to one mile to reach their regular bus stop. Except for kindergarten/preschool students, a student living within a school's established walking boundary will walk to school.
2. Should the student be reported to the principal, the principal will be responsible for disciplinary action, which may include the loss of the privilege of all school bus transportation until the parent/guardian, the bus driver, the principal, (and in some instances, a Transportation Department representative) can arrive at an understanding, which will correct the problem. The parent or guardian will be responsible for the transportation of students who have lost school bus privileges.
3. If a disciplinary action should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee, and the student may be removed from the bus.

### SERIOUS OFFENSES

**First Offense:** Bus riding privilege suspended for no more than two (2) weeks.

**Second Offense:** For a second offense in a school year, bus riding privileges will be suspended for no more than three (3) months.

**Third Offense:** Students found guilty of breaking rules for the third time in a school year will lose all bus riding privileges for the remainder of the school year.

The following violations are considered extremely serious, and if the student is found guilty, they may be suspended for up to six (6) months on the first charge:

- Smoking/Vaping
- Fighting
- Destroying bus property
- Assault
- Throwing objects on or from the bus
- Using abusive or vulgar language to the bus driver

### CONSEQUENCES OF NON-ADHERENCE TO STATED RULES

The following guidelines have been prepared to deal with discipline problems on school buses:

1. If a student is found guilty of misbehavior involving bus safety rules,



- Threatening or endangering the lives of others (automatic one-year suspension)

Offenses will be handled on a case-by-case basis. Oral or written threats to cause harm on school buses shall result in the loss of transportation for the remainder of the

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools to provide military recruiters, upon request, with directory information unless parents have advised the school they do not want their student's



school year, in addition to other disciplinary action.

### REFUSAL TO RELEASE DIRECTORY INFORMATION

Federal law (and School Board Policy KFB) requires schools, with certain exceptions, obtain written consent from a student's parent/guardian prior to the disclosure of personally identifiable information from the student's education records. However, schools may disclose "directory information" without written consent, unless school personnel have been advised to the contrary in accordance with division procedures. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside

information disclosed without their prior written consent. If you do not object in writing, the schools will distribute such information as needed.

Directory information includes the following:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Student connection to military
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that

cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Questions about these laws should be directed to the school principal. In addition, there are times when the school division or the media may wish to use a student's picture or interview a student in public media coverage of school events or activities (for example, in a newspaper article or television news feature, or for school recognition). This information also pertains to auxiliary sites affiliated with the school system such as the Adolescent Health Centers, the LIFT Center at Fallon Park Elementary, and social media sites.

Parents who do not wish the school to release specific types of directory information should indicate and sign the Media Release form from the school and return it to the principal within fifteen (15) days.

### PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years of age or emancipated minors (eligible students) certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams by Roanoke City Public Schools. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological problems of the student or student's family.
- Sexual behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.

- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a child, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for selling, or otherwise distributing the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students.
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
- Instructional material used as part of the educational curriculum. Roanoke City Public Schools will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect child privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school division will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school division will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the

start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in the following:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

**Parents/eligible students who believe their rights have been violated may file a complaint with:**

Family Policy Compliance Office  
U.S. DEPARTMENT OF EDUCATION  
400 Maryland Avenue SW  
Washington, DC 20202-5920

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are as follows:

1. The right to inspect and review the student's educational records within 45 days of the day the division receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Roanoke City Public Schools to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the division decides not to amend the record as requested by the parent or eligible student, the division will notify the parent and/or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent includes school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instruction, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a person assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

The division discloses educational records without consent to officials of another school division or educational agency in which a student seeks or intends to enroll. According to FERPA and Every Student Succeeds (ESSA), this disclosure includes disciplinary records (with respect to suspensions and expulsions).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA follows:

Family Policy Compliance Office  
U.S. DEPARTMENT OF EDUCATION  
400 Maryland Avenue SW  
Washington, DC 20202-5920

5. The Uninterrupted Scholars Act permits a school division to disclose the educational records of students, with or without parental permission, to an agency caseworker or representative of the state or local child welfare agency or a tribal authority if the agency or authority is responsible for the care and protection of the student. Those agencies cannot further disclose the records except as authorized by FERPA.

## CITY OF ROANOKE SCHOOL BOARD ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION

Roanoke City Public Schools Non-Discrimination Statement

Roanoke City Public Schools does not discriminate on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, military status, marital status, pregnancy, childbirth or related medical conditions, genetic information, or any other characteristic protected by law in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Students who have questions or concerns regarding compliance with the school division's nondiscrimination policy JB (including protection under IDEA, ADA, Section 504 and Title IX) should contact:

## Hayley Poland, Compliance Officer

Assistant Superintendent of Student Services  
Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.1306

ALTERNATE COMPLIANCE OFFICER

## Dr. Benjamin Lewis

Executive Director of Special Education  
Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.2468

## HOMELESS STUDENTS

The School Board of the City of Roanoke is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve inter-divisional issues. Homeless children and youth includes students living in a hotel, on the street, in a shelter, or in some cases, living with others until stable housing can be obtained. Questions and inquiries regarding the educational rights of students experiencing homelessness should contact:

## Malora Horn

McKinney-Vento Coordinator  
P.O. Box 13145, NW · Roanoke, VA 24012  
(540) 400.9787 · mhorn@rcps.info







## SECTION 504/AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Persons who believe the school division has discriminated against someone on the basis of disability and thus violated Section 504 of the Rehabilitation Act (Section 504) or the Americans with Disabilities Act (ADA) can file a written grievance with the school division's Section 504 Coordinator. Once a written grievance is received, the school division will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

### A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain: 1) the nature of the grievance; 2) the facts upon which the grievance is based, including a list of all witnesses; 3) the remedy requested; and 4) the complainant's signature and the date the grievance is filed.

The written grievance must be filed with:

#### Hayley Poland

*Section 504 Coordinator*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.1306 FAX: (540) 853.2469

The grievance should be reported as

soon as possible, but not later than thirty (30) school days after the occurrence. This time frame may be lengthened for extraordinary circumstances.

### The complainant must have the opportunity to present verbal and written evidence.

The coordinator or designee will independently investigate the allegations to determine whether the school division is in compliance with Section 504 and the ADA. The coordinator or designee will provide a written report of the investigation to the complainant within thirty (30) school days of receipt of the complaint. The report should include the following information:

1. A statement of the complainant's allegations and the remedy sought;
2. A statement of facts as contended by each party;
3. A narrative describing attempts to resolve the grievance;
4. A list of the witnesses interviewed and the documents reviewed during the investigation;
5. A statement of facts as determined by the coordinator or designee with reference to the evidence to support each fact;
6. The coordinator or designee's conclusion as to whether the allegations are valid; and
7. If the coordinator or designee does

determine the allegations are valid, the report should include any corrective action determined by the coordinator or designee.

An extension of the thirty (30) school day time limit for submitting the written report may occur if necessary, as determined by the coordinator or designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to make a written appeal to the school division's superintendent within ten (10) school days of receiving the coordinator's report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the coordinator's report and then respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove the coordinator or designee's decision.

An extension of the thirty (30) school day time limit may occur if necessary, as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.

Retaliation against a complainant or anyone who reports discrimination or participates in a grievance investigation is prohibited. If this occurs, the individual may file a complaint with the school division.

If assistance is needed, please contact the school division's Section 504 Coordinator:

#### Hayley Poland

*Section 504 Coordinator*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.1306 Fax: (540) 853.1023

The full version of policies related to discrimination or harassment can be found in the School Board Policy Manual available in the School Libraries and on the division website at [www.rcps.info](http://www.rcps.info).

Reference **Policies GB, GBA, JB, JBA, and JFHA**. Complaint forms are found in the Policy Manual JFHA-F (students) and GBA-F (employees).

### ADDITIONAL REFERENCES:

- Student Code of Conduct,
- Reporting Harassment Procedures
- Division Employee Handbook

### NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Roanoke School Board (also referred to in this notice as "Roanoke City Public Schools") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The City of Roanoke School Board does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The City of Roanoke School Board will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in all Roanoke City Public Schools' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

### Modifications to Policies and Procedures:

The City of Roanoke School Board will make all reasonable modifications to policies and programs to ensure people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcome in all Roanoke City Public Schools' offices, even where pets are generally prohibited.

## SECTION 504 COMPLIANCE

A person who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment, has a right to equal access and/or accommodation to benefit from their education.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of all policies or procedures to participate in a program, service, or activity of Roanoke City Public Schools should contact the division's Section 504 Coordinator, as listed below, as soon as possible but no later than 48 hours before the scheduled event.

### Hayley Poland

*Section 504 Coordinator*

Roanoke City Public Schools  
40 Douglass Avenue, NW · Roanoke, VA 24012  
(540) 853.1306 FAX: (540) 853.1023

The ADA does not require Roanoke City Public Schools to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Roanoke City Public Schools is not accessible to persons with disabilities should be directed to:

### Hayley Poland

*(Contact Information Above)*

Roanoke City Public Schools will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## ANNUAL ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazards Emergency Response Act (AHERA), all Roanoke City Schools have been inspected

by a firm using accredited inspectors identifying all known and assumed asbestos-containing building materials. This inspection, required every three years, was performed in February 2021 to meet required compliance. Roanoke City Public Schools also performs required semi-annual reviews. The last review was conducted in June 2022. The findings of the inspection, re-inspections, surveillance reports, and laboratory analysis of samples are categorized in the district's Asbestos Operations and Management Plan. The Management Plan is available during normal school hours at the Administration Building on Campbell Avenue and at each school location.

In addition, Roanoke City Public Schools has an open-ended contract with an accredited asbestos monitoring contractor for asbestos monitoring to perform the required testing, and before and after abatement work. Roanoke City Schools provides annual training to all Facilities Maintenance and Operations staff as required by AHERA.

## DRUG-FREE WORKPLACE ACT

Roanoke City Public Schools is committed to providing a drug-free workplace for students and employees. Our school division communicates a clear anti-drug message through policies and procedures. Information is sent to all employees to explain our position regarding the Drug-Free Workplace Act of 1988.

In addition to criminal offenses, which may result in imprisonment and fines, the unlawful manufacture, distribution, dispensing or use of alcohol and illicit drugs – including anabolic steroids – is prohibited by employees engaged in School Board business in the community or at any time the employee is involved in any activity involving students. The School Board will not tolerate the handling or use of illegal drugs by its employees in any situation, whether in or out of the workplace.

The Drug-Free Workplace Act requires that employees notify the school division of any criminal drug statute conviction for a

violation occurring in the workplace within five days of such conviction. Information about an employee's conviction should be provided to the Director for Human Resources at **(540) 853.2502**. This requirement and those set forth above constitute conditions of employment for school employees.

School Board policy GBNBB requires that employees notify the Superintendent in writing within 24 hours or the next business day if charged with an offense involving illegal or prescription drugs. The policy also requires notification if the employee has been charged with a felony or with a misdemeanor for certain crimes. Please check the policy for more specific information. Failure to notify the Superintendent in accordance with the policy may result in termination.

School division employees occupy a special position of trust and responsibility, which is affected by actions occurring at school locations as well as off school premises or off the job. Any employee who violates the prohibitions of this policy will be subject to disciplinary action.

## DANGERS OF DRUG ABUSE IN THE WORKPLACE

The many serious dangers of drug abuse are well documented and should be recognized by all employees:

- May cause accidents involving self or others when impaired by alcohol or other

drugs or when suffering withdrawal symptoms

- Negatively affects health of abuser, damages pancreas and liver, increases heart rate and blood pressure
- May adversely affect kidneys, lungs, stomach, small intestines, and nervous system, depending upon type of drug used, frequency, and amount of drug use
- May contribute to violence or other behavioral problems
- Impairs judgment
- Reduces productivity

There are many resources available in the Roanoke Valley to assist persons who have drug dependency problems, including Child and Family Services Counseling and Crisis Service and the Blue Ridge Behavioral Healthcare Assessment Center. The Employee Health Clinic was opened to RCPS employees beginning in the 1995-1996 school year. The school division can also provide confidential referrals for employees who have personal problems, including problems related to drugs. For more information, please contact the Human Resources Office at **(540) 853.2502**.

## STUDENTS WITH DISABILITIES NOTICE OF RECORDS DESTRUCTION

The division retains records of students with disabilities for a period of five (5) years





after the student graduates, completes a Board of Education program, transfers, or withdraws from school. Roanoke City Public Schools makes a reasonable effort to notify parents of children with disabilities prior to the destruction of any records in accordance with federal code 34 CFR300.624. Notification will be made fifteen (15) working days prior to records destruction through *The Roanoke Times*. Prior to destruction, notification is also provided on the division's website.

### SERVICES FOR STUDENTS IDENTIFIED AS DEAF, HARD OF HEARING, OR VISUALLY IMPAIRED

Each school board shall annually post information distributed by the Department of Education describing the educational and other services available through the Virginia Department of the Deaf and Hard-of-Hearing and the Virginia Department for the Blind and Vision Impaired to the parents of those students who are identified as deaf, hard of hearing or visually impaired. School boards must also inform the parents of the availability of the information and ensure that packets of the information are available in an accessible format for review by parents who do not have Internet access. VA Code 22.1-217.01.

### SPECIAL EDUCATION

Roanoke City Public Schools annually conducts a public awareness campaign (also known as a child find program) to:

- Inform the community of the statutory rights of persons, ages two to 21, inclusive, to a free appropriate public education and the availability of special education programs and services;
- Generate referrals; and
- Explain the nature of disabilities, the early warning signs of disabilities, and the need for services to begin early.

You may also access [www.rcps.info](http://www.rcps.info) for more information on Special Education programs.

### MEDICATION POLICY

Roanoke City Public Schools encourages medication to be administered at home, if possible. When medication is needed during school hours, the following procedures must be followed:

- Prescription medication must be in the pharmacy labeled container with the student's name and dosing instructions. There must also be a completed Medication

### MEDICAL AND HEALTH INFORMATION

Permission Form with the doctor's orders, doctor's signature, and written parental permission. If the medication is not in the pharmacy labeled container, the Medication Permission Form is incomplete or there is a discrepancy, medication cannot be given.

- Over-the-counter (OTC) medications must be in an unopened, sealed, original labeled container. The parent must complete a Medication Permission Form with specific dosing instructions. OTC medications may not be given outside the manufacturer's label directions or on a routine basis without a doctor's order. OTC medications include not only oral medicines, but also preparations that may be applied to the outside of the body.
- Medications are usually kept in the school office or clinic. Medications must be brought to and from school by an adult, not the student.
- Medication Permission Forms are only good for one school year and must be completed at the beginning of each school year.
- Due to the lack of standards for preparation, dosage, potency, and use, alternative or herbal preparations and nutritional supplements will be treated as prescription medications.
- Only the school nurse, principal or principal's trained designee may administer medication at school.
- Verbal orders cannot be accepted by school personnel.
- Medication orders will be reviewed by the school nurse. If there is a discrepancy or reason to suspect a child may be compromised by a medication, the medication will be held until there is a resolution.
- If your child has a health condition and needs to carry and self-administer a medication such as an inhaler or auto-injectable epinephrine, please contact the school or school nurse for further instructions.
- Medications not picked up at the end of the school year will be destroyed.

Information for parents explaining the

medication procedure and the Medication Administration Permission Form may be found on the Roanoke City Public Schools website at [www.rcps.info](http://www.rcps.info) on the Student Health Services page. These documents are also available at each school.

### HEALTH SCREENINGS

In accordance with state requirements, students new to Roanoke City Schools and students at specified grade levels may receive health screenings. Screenings may include one or more of the following: hearing, vision, speech, voice, language, dental, height, weight, fine/gross motor function. Student Support Teams may also request screenings.

### POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Whenever any School Board employee is directly exposed to or exposes other persons to body fluids in a manner which may, according to current guidelines of the Centers for Disease Control, transmit HIV or the Hepatitis B or C virus, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with HIV or Hepatitis B or C. Such persons will also be deemed to have consented to the release of such test results to the persons exposed.

Upon notification by a school employee who believes he/she has been involved in a possible exposure-prone incident, which may have exposed the employee to the blood or body fluids of a student, the Superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him or her regarding how the employee can reduce any risks from such exposure.

The Superintendent shall share these recommendations with the school employee.

The Superintendent and the school employee shall not divulge any information provided





by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in Section 32.1-35 et seq. of the Code of Virginia.

If the person is a minor, consent for testing shall be obtained from the parent, guardian, or person standing *'in loco parentis'* (meaning in the place of a parent) of such minor prior to initiating such testing. If the parent or guardian or person standing in the place of a parent withholds such consent, the school board may petition the juvenile and domestic relations district court in the county or city where the minor resides for an order requiring such testing.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the school board has its principal office, for any order requiring the person to provide a blood specimen or

to submit to testing and to disclose the test results in accordance with this section.

At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor (from School Board Policy EBAB Adopted: May, 13, 2014, Revised August 11, 2015).

#### WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

We want to support your child's school attendance. School nurses and trained personnel are available to help meet the needs of your child. For the health of your child, other students, and school staff, it is important to know when your child needs to stay home due to illness.

#### Please keep your child at home if you recognize any of the following:

- fever of 100 or higher in the last 24 hours: Your child may return to school once his/her temperature has been normal for 24 hours WITHOUT THE USE OF FEVER-REDUCING MEDICATIONS.

- undiagnosed rash that is accompanied by fever or itching
- bad cough or difficulty breathing
- vomiting or diarrhea within the past 24 hours
- sore throat, with fever or swollen glands in the neck
- symptoms of being sick such as being unusually tired, fussy, pale, or had difficulty waking

If your child has strep throat or another bacterial infection, please keep your child at home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other social activities. For the current Return to School Health Plan, including COVID-19 mitigation strategies, visit [www.rcps.info](http://www.rcps.info).

If your child is going to be absent, please call the school. We ask that you maintain communication with school personnel if the absence is for an extended period of time. Should your child be under a doctor's care, upon returning to school, please notify the school nurse prior to your child's return so the school can plan to meet your child's needs.

To help keep your child healthy and ready to learn, teach your child good cough and hand hygiene etiquette. This includes covering coughs and sneezes with tissues, coughing and sneezing into the inside of the elbow, and discarding used tissues. Hands should be washed frequently with soap and water, and hand-washing should last for at least 20 seconds. Be sure to set a good example by doing this yourself. If hands are not visibly soiled, hand sanitizers containing at least 60 percent alcohol are also effective.

#### HEAD LICE INFORMATION FOR PARENTS

Head lice are a common problem in school-age children. It can take up to two weeks for head lice infestation to become apparent.

This information may help decrease the risk of your child becoming infested or give you the information you need to treat head lice in your child.

#### What are lice?

Head lice are small, light to dark brown insects about the size of a grain of rice or smaller. The female head louse lays eggs, called nits, on the hair shaft close to the scalp. These nits, which look like tiny whitish ovals, are firmly glued to the hair shaft and usually hatch within two weeks. Nits are most often found in the hair behind the ears and at the back of the head and neck. Nits should not be confused with dandruff. Dandruff can be easily flicked off the hair, nits cannot.

**FACT:** All humans, regardless of race or age, can get lice. They are not a sign of being dirty and should not be considered a sign of an unclean house or neglect.

**FACT:** It can take up to two weeks for a head lice infestation to become apparent.

**FACT:** Lice have no wings and do not jump. They spread from one person to another through close contact with someone who is infested or by sharing combs, brushes, towels, headphones, hoodies, etc., with someone who has lice.

**FACT:** Research shows only 5% of children with lice actually get the lice at school.

**FACT:** Lice need human blood to survive and therefore do not live more than a couple of days away from a human.

**FACT:** Head lice are a nuisance but they DO NOT transmit disease.

**FACT:** Your school nurse and teachers are available to support you and to teach you what to do to treat your family and your home, **BUT THEY CANNOT STOP THE SPREAD OF LICE IN YOUR SCHOOL.** Treatment must be done effectively and completely at home to stop the spread of lice in the schools.

**FACT:** Students found to have head lice will finish the school day, then must be treated before they can return to school. Your school nurse will contact you if your child has lice



and will send information to you regarding treatment and home procedures to complete. In keeping with recommendations of the American Academy of Pediatrics, the Virginia Department of Health and the Centers for Disease Control, RCPS **DOES NOT** have a “no-nit” policy. Once treatment has been completed, your student may return to school. Please send the box or box top, from the treatment you used, to the school nurse when your student returns to school following treatment.

**FACT:** The secret to stopping the spread of lice is good HOMEWORK! Proper treatment for the live lice on the scalp or nits on the hair shaft(s). If you suspect head lice, check your child’s head closely under a good light source. Head lice may be hard to locate because they move to avoid light. Nits may be easier to find. If left untreated, head lice will quickly increase in number, so you have to be sure to treat it as soon as it is detected.

**WHAT TO DO:** Be alert for the signs and symptoms, which include intense head scratching and, of course, the presence of the live lice on the scalp or nits on the hair shaft(s). If you suspect head lice, check your child’s head closely under a good light source. Head lice may be hard to locate because they move to avoid light. Nits may be easier to find. If left untreated, head lice will quickly increase in number, so you have to be sure to treat it as soon as it is detected. If you find lice or nits in your child’s hair, comb out as many of the nits as possible using a fine-tooth comb or tweezers and then use a special medicated shampoo that contains either pyrethrin or permethrin.

These products can be purchased without a prescription at any pharmacy and at most grocery stores. The medication should be used exactly as directed in the package instructions. Do not shampoo your child’s hair with regular shampoo for several days after the application of the medicated shampoo. This will allow the medication to work and continue to kill the lice and nits.

Use the medicated shampoo again in one week, if needed. None of the treatments are 100% effective, and it is very common for it to take a few weeks to completely resolve a head lice infestation. **DO** continue to check for and remove nits from the hair daily.

**Remember to check all family members** and treat those with any signs of head lice. Contact your health care provider for

persistent cases that do not respond to 2 or 3 consecutive weekly treatments of the over-the-counter shampoo.

At home, the best thing to do is to check your entire family for lice and nits regularly, especially after sleepovers. It is also important to wash bedding, towels, clothes and coats in hot, soapy water. Drying these items in a hot dryer is recommended. Items which cannot be washed can be sealed in a plastic bag for two weeks. Carpets, upholstery and car seats should be vacuumed. Head lice do not live off of their hosts for more than a day or two, so excessive cleaning is not needed.

Please know that we share your concern about head lice. If you detect head lice in your child, please let the school nurse know. Your Carilion school nurse and your principal will alert parents and guardians when there is any unusual clustering of head lice cases, while still seeking to protect the privacy of individual students. Together, we can successfully eliminate head lice. Please feel free to contact your school nurse if you have any questions.

#### RESOURCES FOR MORE INFORMATION:

Virginia School Health Guidelines (2nd Edition), VA Dept. of Health, May 1999

[www.doe.virginia.gov/support/health\\_medical](http://www.doe.virginia.gov/support/health_medical)  
[www.cdc.gov/parasites/lice/head/treatment.html](http://www.cdc.gov/parasites/lice/head/treatment.html)  
[www.cdc.gov/parasites/lice/](http://www.cdc.gov/parasites/lice/)

#### DRUG ABUSE AWARENESS INTERVENTIONS

A comprehensive K-12 Prevention and Intervention Program exists in Roanoke City Public Schools. The program is a cooperative effort of Roanoke City Public Schools, the Roanoke City Police Department, and many other community agencies in the Roanoke Valley. The prevention program helps students develop the skills and knowledge to resist negative pressures to use alcohol or other drugs.

#### PROHIBITION OF TOBACCO/NICOTINE PRODUCTS ON SCHOOL PROPERTY

Due to the health dangers of tobacco and nicotine vapor products, no persons – staff, students, visitors, or contractors – are permitted to use or distribute any tobacco

product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity at any time.

No student is permitted to possess a tobacco or nicotine product under the circumstances described above.

In addition, the use or distribution of any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity is prohibited at all times.

Educational information on the health dangers of tobacco and nicotine vapor products are available on the RCPS website by visiting the Annual Required Notices or by visiting [bit.ly/RCPSAnnualNotices](http://bit.ly/RCPSAnnualNotices).

#### SCHOOL COUNSELING PROGRAMS

The mission of the Department of School Counseling is to recognize the uniqueness and personal worth of each child and to assist each student in acquiring the academic, career and person/social competencies necessary to develop skills, knowledge, and attitudes needed to become successful lifelong learners, responsible citizens, and productive workers.

The Roanoke City Public Schools’ counseling program emphasizes academic success for every student, pre-kindergarten through grade 12. School counselors work with students, parents, school staff, and members of the community as an integral part of the educational process.

#### REVIEW OF MATERIALS

Materials used in the school counseling program are available for parent review in each school. Interested parents should schedule an appointment with the school counselor for this purpose.

#### OPT-OUT

It shall be the policy of the Roanoke City School Board, with respect to academic, career, and personal/social counseling, that parents will notify the school division in writing if the student is not to participate in any part of the counseling program.

The Roanoke City School Board affirms

parents are the student’s first teachers and public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student’s parents object.

#### COUNSELING LIMITATIONS

Counseling techniques, which are beyond the scope of the professional certification or training of professional school counselors, including hypnosis or other psychotherapeutic techniques, are prohibited.

#### SEX OFFENDER REGISTRY

Roanoke City Public Schools recognizes the danger sex offenders pose to student safety; therefore, to protect students while they travel to and from school, attend school, or attend school-related activities, each school principal in the school division receives electronic notification of the registration or re-registration of any sex offenders in the same or contiguous zip codes as the school. For additional information, refer to School Board policies KN and KNA (VA Code 22.1-79.3.C).

The Sex Offender and Crimes Against Minors Registry may be accessed at [www.sex-offender.vsp.virginia.gov/sor](http://www.sex-offender.vsp.virginia.gov/sor).

#### MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

All school personnel are mandatory reporters of suspected child abuse and/or neglect. School personnel are required by the commonwealth of Virginia to report any such suspicion within 24 hours.



## MEET THE SCHOOL BOARD



Eli C.S. Jamison, Ph.D.  
CHAIRPERSON



Joyce W. Watkins  
VICE CHAIRPERSON



Franny Apel



Diane M. Casola



Mark K. Cathey



Michael L. Cherry, II



Natasha N. Saunders

### BOARD POLICY MANUAL

As the governing body of the Roanoke City Public Schools, the School Board shall be guided by written policies that are readily accessible to the Board, division employees, students, and citizens. The policy manual shall be reviewed at least every five years and revised as needed. A current copy of the School Board policy manual is available in the library of each school and on the division website at [www.rcps.info](http://www.rcps.info).

P.O. Box 13145 · Roanoke, VA 24031  
(540) 853.2381

Board members can be emailed at [boardclerk@rcps.info](mailto:boardclerk@rcps.info).



# WE ARE ONE

#RCSPROUD

